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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**August 1 – August 31, 2009**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03  
Superfund Records Center Management Services, Region 9**

**Monthly Report  
August 2009**

**TOAM: Elaine Chan  
PM: Anne Bonham**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on August 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on August 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on August 7.

An RMS V updated Security Procedures Manual & Work Request Manual on August 4 and submitted them to the TOAM.

The annual property inventory was conducted and the list of EPA property in the Records Center was submitted to the TOAM on August 11.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 2,724 documents and edited 2,014 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

- Atlas/Coalinga Asbestos Mines
- Modesto Groundwater Contamination
- Newmark Groundwater Contamination

The site assessment Librarian IV received 1.7 lft of new documents, and processed 16 new sites.

Circulation Department staff shelf-read approximately 5.3 lft. of site files during the month.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

11.3 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

3.5 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

- Southern California Edison Deletion Docket (.25 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated August 13.
- FRC Storage Report, updated August 13.
- On-Site Storage Report, updated August 13.
- Contracts On-Site Storage Report, August 7, 14, 21 & 28.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,550 documents (86,247 pages) during August and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 3 SCAP accomplishment documents during August.

#### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

### **2.5 Financial Documentation/Cost Recovery Packaging**

Eighteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)(2 pkgs)
01	09W4	BROWN & BRYANT INC. (ARVIN PLANT)(2 pkgs charged to 09H2)
00	094R	FRONTIER FERTILIZER
00	Z9BM	GREKA ENERGY-PALMER
00	Z9BT	GREKA SECURITY LEASE (2 pkgs)
00	09MJ	MITCHELL AVENUE DRUG LAB
01 & 03	0926	MONTROSE CHEMICAL CORP (combined OU pkg)
01	09BE	MOTOROLA, INC. (52ND STREET PLANT)
02	09BE	MOTOROLA, INC. (52ND STREET PLANT)
04	09BE	MOTOROLA, INC. (52ND STREET PLANT)
01 & 03	09BC	OMEGA CHEMICAL CORP (combined OU pkg)
02	09BC	OMEGA CHEMICAL CORP (2 pkgs)
00	09EG	PRC PATTERSON
00	Z9BM	UCAL FLOWLINE 60 SPILL

Staff retrieved 8 cost packages/financial documents for EPA staff during August.

The Cost Package Documentation Index was updated on August 7, 14, 21 & 28.

#### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

### **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 28.3 lft. of documents.

#### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

#### **Sites worked on under Task 2 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
0916	09	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	N/A	ALISAL UNION SCHOOL DISTRICT MATHEW PROPERTY
(BROWNFIELDS)		
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
09ZZ	N/A	AREA 1 WATER RECLAMATION FACILITY (BROWNFIELDS)
09JS	00	ASARCO INC HAYDEN PLT
09KU	01	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
09ZZ	N/A	BREWER CHEM CORP EWA BEACH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09ZZ	N/A	CA DTSC (BROWNFIELDS)
09GY	01	CASMALIA PHASE II
09ZZ	N/A	CENTURY WEST CLEANERS
09ZZ	N/A	CHOCHISE COUNTY AIRPORT (BROWNFIELDS)
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	00	COALINGA ASBESTOS MINE
0945	00	COAST WOOD PRESERVING
<b>091N</b>	<b>01</b>	<b>COOPER DRUM*</b>
09JT	00	CYPRUS TOHONO MINE
<b>0936</b>	<b>01</b>	<b>DEL AMO FACILITY</b>
<b>0936</b>	<b>02</b>	<b>DEL AMO FACILITY</b>
<b>09AG</b>	<b>00</b>	<b>DEL MONTE CORP. (OAHU PLANTATION)</b>
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
<b>09HB</b>	<b>00</b>	<b>DENOVA ENVIRONMENTAL INC.</b>
09ZZ	N/A	DINUBA HIGH SCHOOL (BROWNFIELDS)
09KG	00	ELECTRO TREATMENT INC
09ZZ	N/A	FALLON PEST CONTAINER DSPL SITE
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
<b>09H8</b>	<b>00</b>	<b>GBF &amp; PITTSBURG DUMPS</b>
Z9BM	00	GREKA ENERGY-PALMER
Z9BT	00	GREKA SECURITY LEASE
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09ZZ	N/A	HABITAT EAST BAY REDWOOD HILLS (BRN)
09B8	00	HASSAYAMPA LANDFILL
09C8	00	HONEYWELL DEER VALLEY COMPUTER PARK
0920	01	INDIAN BEND WASH NORTH
09SM	00	INGOMAR AMMUNITION
0986	00	INTEL CORP (MOUNTAIN VIEW PLT)
<b>0988</b>	<b>00</b>	<b>INTEL CORP (SANTA CLARA 3)*</b>
<b>09MX</b>	<b>00</b>	<b>IRON KING MINE - HUMBOLDT SMELTER</b>
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
<b>0917</b>	<b>04</b>	<b>IRON MOUNTAIN MINE*</b>
09ZZ	N/A	JALK FEE
09EC	00	K & L PLATING - PEARMAIN ST
09FM	00	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	KV1 ADDITIONAL WELLS
09ZZ	N/A	LA PLACITA #2 REDEVELOPMENT PROJECT (BROWNFIELDS)

SSID	OU	SITE NAME
09S1	00	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
091A	00	LEVIATHAN MINE
0947	01	LIQUID GOLD OIL CORP RICHMOND
09X8	02	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
<b>09QN</b>	<b>00</b>	<b>MCCLELLAN AIR FORCE BASE</b>
<b>0941</b>	<b>00</b>	<b>MCCLELLAN AIR FORCE BASE</b>
091E	01	MCCORMICK & BAXTER CREOSOTING CO
<b>09BZ</b>	<b>00</b>	<b>MC FARLAND STUDY AREA*</b>
<b>09BZ</b>	<b>01</b>	<b>MC FARLAND STUDY AREA*</b>
<b>0987</b>	<b>00</b>	<b>MICRO STORAGE/INTEL MAGNETICS</b>
09MJ	00	MITCHELL AVENUE DRUG LAB
09J4	00	MODESTO GROUND WATER CONTAMINATION
09ZZ	N/A	MOLOKAI ELECTRIC COMPANY FACILITY (BRN)
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
<b>0926</b>	<b>03</b>	<b>MONTROSE CHEMICAL CORP</b>
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	17	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	NATIONAL CITY PUBLIC WORKS YARD (BROWNFIELDS)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09ZZ	N/A	NORTH SANTA FE/ORANGE PROJECT SITE (BROWNFIELDS)
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09SR	02	NORTHEAST CHURCHROCK MINE SITE
09SR	04	NORTHEAST CHURCHROCK MINE SITE
09ZZ	N/A	OJAI LAND CONSERVANCY - VENTURA RIVER PRESERVE (BROWNFIELDS)
09ZZ	N/A	OLD HIGHWAY 99 CORRIDOR STUDIES (BRN)
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	ORO DE AMADOR PROPERTY (BROWNFIELDS)
09J6	01	PACIFIC COAST PIPELINES
099K	00	PEMACO MAYWOOD
<b>099K</b>	<b>01</b>	<b>PEMACO MAYWOOD</b>
09ZZ	N/A	PG&E MARTIN SERV CTR
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09EG	00	PRC PATTERSON
09ZZ	N/A	PROPOSED HERCULES MIDDLE SCHOOL (BROWNFIELDS)
09ZZ	N/A	RIGHT WAY CLEANERS



SSID	OU	SITE NAME
09BY	00	RIO TINTO COPPER MINE
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
09ZZ	N/A	ROSEBURG COMMERCE PARK (BROWNFIELDS)
0979	00	SACRAMENTO ARMY DEPOT
09RT	00	SAIPAN SEWER WASTE SITE
<b>0959</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09N1</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
<b>09N1</b>	<b>01</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
<b>09N2</b>	<b>01</b>	<b>SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)*</b>
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	00	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
<b>09ES</b>	<b>01</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
<b>09M5</b>	<b>01</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
<b>09PB</b>	<b>01</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
09ZZ	N/A	SHOW LOW CITY LIBRARY (BROWNFIELDS)
09ZZ	N/A	SISKIYOU DEPT OF PUBLIC WORKS CORPORATION YARD (BROWNFIELDS)
09ZZ	N/A	SMITH & THOMPSON PUMPING COMPANY (STPC)
0964	01	SOUTH BAY BASIN
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09ZZ	N/A	ST JOHNS CITY HALL (BROWNFIELDS)
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	TRANSIT VILLAGE CORE (BROWNFIELDS)
09M7	00	TRAVIS AIR FORCE BASE
091C	02	TUCSON SOURCES
Z9BM	00	UCAL FLOWLINE 60 SPILL
09ZZ	N/A	VENDO CO, THE
09HS	00	VETA GRANDE MINING CO.
09C1	01	WASTE DISPOSAL, INC.
09K6	00	YUMA MARINE CORPS AIR STATION

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 74 requests for documents, performed 864 database searches in SDMS-C, and provided 7,914 documents for EPA staff and other requesters.

Thirty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on August 3 and August 4, respectively.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 7 FOIA requests totaling 26.75 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### **3.3 Photocopy and Redaction Service**

Staff photocopied 12,272 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 807 pages from SDMS-C.

#### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 25 requests for documents on CD-ROMs. 1,686,064 pages were copied to CDs.

#### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

No activity occurred in this reporting period

#### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
09HH	00	58TH ST DRUM SITE
09NE	00	AIRCRAFT PLATING CO. INC
094Y	01	ALARK HARD CHROME
09QP	00	ALL METAL PROCESSING (BURBANK)
09QK	00	AMCO CHEMICAL
09E9	01	ATLAS ASBESTOS MINE
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
0935	01	COALINGA ASBESTOS MINE
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09AJ	00	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
09Q7	00	GEORGE AIR FORCE BASE
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09RJ	00	HAKIMO ROAD AKA BOTELHO
09ZZ	N/A	IMPERIAL INDUSTRIAL CHEMICAL CO
09GH	01	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09SE	00	LISTON BRICK COMPANY
0904	01	MCCOLL
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09CA	05	MONTROSE CHEMICAL CORP
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	PACIFIC CLAY PRODUCTS
09J6	01	PACIFIC COAST PIPELINES
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09J7	00	RIVERBANK ARMY AMMUNITION DEPOT
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)

SSID	OU	SITE NAME
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SEQUOIA & KINGS CANYON NATIONAL PARKS
0942	00	SOUTH BAY ASBESTOS
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	UNIVERSAL CIRCUITS INC

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The following ARs were compiled, copied, and sent to repositories in August:

- Sulphur Bank Mercury Mine Non-Time-Critical Removal AR, sent August 7
- CNMI Ag Chemical Disposal Removal AR, sent August 14
- CNMI Ag Chemical Disposal Ceiling Increase Removal AR, sent August 14
- Cove Navajo Radioactive Structure Ceiling Increase Removal AR, sent August 14
- Red Valley Navajo Radioactive Structure Ceiling Increase Removal AR, sent August 14
- Palos Verdes Shelf Removal Action AR, sent August 25

On August 11 staff met with the TOAM and RPM Andy Bain to conduct the kick-off meeting for the Northeast Churchrock Mine administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Four work-performed compilations were created or updated during August for the following sites:

OU	SSID	Site Name
00	09BY	RIO TINTO COPPER MINE
00	09PM	NORTHEAST CHURCHROCK MINE SITE
01	091N	COOPER DRUM
04	098V	SAN GABRIEL VALLEY (AREAS 1-4)

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:

- CD-ROM format: 7 collections
- Electronic files attached to E-mails: 101 collections

##### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

**Sites worked on under Task 4 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09PC	00	ALTOONA MINE
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09SN	00	FELTON KING
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09X6	00	HALACO ENGINEERING CO
09SM	00	INGOMAR AMMUNITION
09SE	00	LISTON BRICK COMPANY
09CA	05	MONTROSE CHEMICAL CORP
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09BY	00	RIO TINTO COPPER MINE
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09K2	00	SULPHUR BANK MERCURY MINE

**Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on August 25.

The PM held a Managers/Supervisors meeting on August 19.

The PM held a Scanning Department meeting on August 11.

The PM held a Cost Recovery Department meeting on August 11.

The RMS IV/Assistant Manager held meetings with special projects staff on August 6.

The RMS IV/Circulation Department Supervisor held a departmental meeting on August 4 and August 14.

The RMS IV/Head Indexer held a departmental meeting on August 18.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on August 19.

The PM purchased supplies and/or equipment during August as necessary.

**Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

#### **Task 6: Training and Orientation**

At the request of the TOAM, a Librarian IV gave SDMS-C training to RPM Kevin Mayer on July 30.

At the request of the TOAM, on August 7 an RMS V gave new Branch Chief Clancy Tenley a tour of the Records Center, explained the services provided, and trained him on the use of *Express Link*. The RMS V also provided him with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

##### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

#### **Task 7: Online Operations and Internet Support**

On August 4, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III assisted EPA staff person Jerry Lai with technical problems relating to Microsoft 2007 Access not working on EPA workstations, and provided instructions on how to make Access application work on the Active Directory Network August 25.

An RMS IV/IS III coordinated with Andy Terry to test and troubleshoot problems with installation and configuration of FDCC August 3. This is an ongoing issue that is being monitored until the due date for completion of FDCC.

An RMS IV/IS III coordinated with Dan Brown with the password change of Ascent Capture and the configuration installation of FDCC in regards to the Ascent Capture workstation August 3. This is an ongoing issue that will be monitored until the due date for completion of FDCC.

##### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

#### **Task 8: Attend Meetings and Teleconferences**

The RMS IV/Assistant Manager and RMS IV/Computer Support Supervisor attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on August 20.

### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in September.

### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

#### **9.2 Assist with Maintaining the Records Schedules in the ECMS System as Needed**

At the request of the TOAM, a Librarian IV spent 20 hours maintaining Records Schedules in the ECMS system.

#### **9.7 Attend ECMS Meetings & Teleconferences**

On July 30 staff met with Keith Livingston from the OEI, and Computer Specialist Richard Martin to discuss save & search issues.

On August 18 an RMS V met with Lisa Schlosser of OIC and other EPA staff to provide feedback on ECMS & Extender.

### **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

### **III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

### **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 22 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 13 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,533	38.4 lft.	463.1 lft.

### Inventories

Records Surveyed	Year to Date
36.1 lft.	336.9 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	1,095.1 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
66	3	0	0	4	0	0	7	80



## **V1. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 091N, OU 01, COOPER DRUM**

One Librarian IV/Records Librarian performed indexing (281 documents, 1.1 linear feet) and three RMS II/Scanning Specialists performed scanning (4,873 pages) for Lien File compilation (work request #110716-1051 submitted by E Yunker). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 104 hours were expended on this effort during the month.

### **SSID 0988, OU 00, INTEL CORP (SANTA CLARA 3)**

One Librarian IV/Records Librarian performed indexing (154 documents, 2.12 linear feet) and one RMS II/Scanning Specialist performed scanning (5,613 pages) for AR compilation (work request #100205-1805 submitted by M Lacey). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 80 hours were expended on this effort during the month.

### **SSID 0917, OU 04, IRON MOUNTAIN MINE**

One Librarian IV/Records Librarian performed indexing (323 documents, 1.13 linear feet) and two RMS II/Scanning Specialists performed scanning (3,867 pages) for AR compilation (work request #110130-1513 submitted by M Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 122 hours were expended on this effort during the month.

### **SSID 09BZ, OU 00 & 01, MCFARLAND STUDY AREA**

One Librarian IV/Records Librarian performed indexing (297 documents, 4.16 linear feet) and three RMS II/Scanning Specialists performed scanning (5,997 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 96 hours were expended on this effort during the month.

### **SSID 09N2, OU 01, SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)**

One Librarian IV/Records Librarian performed indexing (104 documents, 1.12 linear feet) and three RMS II/Scanning Specialists performed scanning (11,203 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 82 hours were expended on this effort during the month.